

Professional and Managerial Branch  
Water Utilities Administration Group  
Superintendent Series

**INSTRUMENTATION CONTROL SUPERINTENDENT**

01/06 (AIS)

**General Purpose**

Under direction, plan, manage, design, and inspect water treatment and water/well production data acquisition, process control and telemetry infrastructure.

**Typical Duties**

Supervise the operation and maintenance of Coordinate ongoing and long term planned water treatment plant operations and maintenance. Involves: Provide overall control systems management for all projects to enhance the Utilities water systems process control, data collection and telemetry systems to ensure minimal disruption to users of mission critical applications. Ensure systems and programs meet federal, state, local and departmental standards. Develop departmental process control, instrumentation and telemetry standards. Provide short and long term planning to ensure a process control environment capable of supporting department goals and functions. Serve as administrator of networked PC based Supervisory Control and Data Acquisition (SCADA) system. Effectively implement, integrate, maintain and support software and hardware solution in a networked industrial process control environment. Design and write PLC operating code and manage databases for process control to add or improve functionality, reliability or conform to new requirements. Provide direction and assistance during water facility construction projects to ensure proper specification, design and implementation of automated process control systems for compliance with department standards and operational requirements. Participate in disaster recovery planning and respond to emergency calls relating to system malfunctions. Analyze effectiveness of systems control and recommend improvements for operational efficiency.

Perform administrative duties as assigned. Involves: Oversee documentation and submission of reports as required. Consult with vendors, consultants and support staff to determine suitability of available technical process control and telemetry solutions. Prepare specifications for selection and purchase of hardware and software solutions. Order parts and equipment to maintain proper storage levels. Recommend improvement to and participate in development, implementation, scheduling and monitor of approved plant operations training, preventive maintenance, in-house safety and hazardous materials communications programs. Prepare annual division budget projections for equipment, personnel and materials needs. Monitor expenditures to ensure compliance with all budget and procurement policies and procedures.

Supervise assigned personnel. Involves: Schedule, assign and review operational and procedural activities. Prioritize, adjust and coordinate division activities to meet unforeseen scheduling changes or emergencies. Instruct, guide and check work. Appraise employee performance and review evaluations by subordinates. Provide training and development. Review and enforce occupational health and safety rules and regulations. Issue safety equipment. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

**Knowledge, Skills and Abilities**

- Considerable knowledge of telemetry and process control systems concepts and utilization methods.
- Considerable knowledge of related federal, state and local legislation and regulations.
- Considerable knowledge of computer hardware and peripherals to maintain records, reports and database information.
- Considerable knowledge of software programs related to industrial automation and control and database management.
- Good knowledge of safe working practices and procedures.
- Good knowledge of budget development and monitoring procedures.
- Good knowledge of supervisory techniques, standards and conduct and work performance.
- Some knowledge of regulatory and management report writing and record keeping.
- Ability to adapt approved engineering methods and standards to the design and construction of process control systems.
- Ability to interpret applicable federal, state, local, and City laws, rules and regulations.

- Good knowledge of federal and state legislation, and regulations on water treatment
- Some knowledge of operator certification requirements.
- Ability to interpret federal, state, and ground water treatment laws, rules and regulations.
- Ability to effectively communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with City employees, officials, vendors, contractors, regulatory agencies and the public.

***Minimum Qualifications***

Education and Experience: Equivalent to a high school diploma or a General Education Development (GED), plus seven (7) years of experience in inspecting, testing and repairing electronic tele-metering and process control systems for water and wastewater facilities, including two (2) years of supervisory experience.

Licenses and Certifications:

- Valid Texas Class "C" Driver's License or equivalent from another state.

Special Requirements:

- Subject to being on-call during non-working hours and mandatory recall during water utility emergency operations.

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Human Resources Director

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Department Head